

INFORMATION REGARDING THE APPLICATION FOR SUPPORT SERVICES PACKAGE

Our handling of this case depends upon the information you provide on these forms. Provide as much information as possible. If at all possible give both parents' Social Security Numbers . . . you can find it on pay stubs, tax returns, etc. Answer every question in full. If you do not know the answer, print "UNKNOWN." If the question does not apply, print "N/A."

There are several forms to read and complete. The package includes:

- Application for Support Services (CSS 2101)
- Information Regarding the Application for Support Services Package (CSS 2103)
- Child Care Verification (CSS 2105)
- Visitation Verification (CSS 2107)
- Instructions for Completing the Declaration of Support Payment History (CSS 2109)
- Declaration of Support Payment History (CSS 2109)
- Health Insurance Information (CSS 2111)
- Request for Support Services (CSS 2115)
- Child Support Domestic Violence Questionnaire (form 2142)
- Child Support Enforcement Program Notice (CS 196)
- Income and Expense Declaration (1285.50)
- Child Support Handbook (Pub. 160)

Instructions have been provided for the application form and the Declaration of Support Payment History.

Before you begin, please read the Child Support Handbook. This book will explain the services available through the local child support agency.

Also read the Child Support Enforcement Program Notice. This notice will explain your responsibility to the local child support agency and the local child support agency's responsibility to you.

Please complete all the forms in **BLACK INK** and **PRINT** clearly.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR SUPPORT SERVICES

SECTION I IDENTIFYING INFORMATION

If the children named in the application have different noncustodial parents a separate application must be completed for each noncustodial parent. If you need additional space for any section, attach a separate piece of paper or use Section VII.

SECTION II CHILD INFORMATION

List all the children of the parents named in Section I for whom support services are being requested. Complete the full name of each child; first name, middle name, last name, and suffix (Jr., Sr., III, etc.).

Ethnic Group - please indicate the group each person identifies with:

(B) African American	(G) Guamanian	(L) Laotian
(I) American Indian/Alaskan Native	(U) Hawaiian	(A) Other Asian
(D) Cambodian	(H) Hispanic	(P) Pacific Islander
(W) Caucasian	(N) Indian	(S) Samoan
(C) Chinese	(J) Japanese	(V) Vietnamese
(F) Filipino	(K) Korean	(O) Other

Also, use the above list to indicate the ethnic group that the custodial party and the noncustodial parent identify with in Sections III and V.

SECTION III INFORMATION ABOUT THE CUSTODIAL PARTY

This section is about the person or party who has primary custody of the children. Complete the entire section. If you are the custodial party, be sure to give us a phone number where you may be reached during the day.

SECTION IV IF YOU ARE NOT THE MOTHER OR THE FATHER OF THE CHILDREN

Complete this section if you are an aunt, uncle, grandmother, unrelated caretaker, etc. to the children. You will need to complete two Applications for Service, one for the mother as a noncustodial parent and one for the father as a noncustodial parent. Be sure you have completed Section II and the information is about you.

SECTION V INFORMATION ABOUT THE NONCUSTODIAL PARENT

This section is very long and may require you to look through old papers to find some of the information requested. The more information we have in this section the better we will be able to serve you.

Section V, page 3 - if at all possible, provide the noncustodial parent's Social Security Number or numbers. If you do not know the exact date of birth, provide the approximate age.

Section V, page 4 - provide any and all financial information about the noncustodial parent. Attach additional page(s) as needed or use Section VII, page 5.

SECTION VI MARRIAGE/ORDER INFORMATION

Complete this section whether or not YOU were married to the other parent. Answer each question as it relates to the mother and the father of the children. If you and/or the other parent were represented by an attorney for divorce, custody or guardianship, please list the attorney's name and address.

SECTION VII COMMENTS

You may use this section as extra space, if needed, or add any additional information you think might help us establish or enforce an order for the children. You may include information about the other person's temper; whether they own rifles or handguns; if they have made threats against you or the children, etc.

SECTION VIII SIGNATURE PAGE

Read this page very carefully. We will not be able to open this case without your signature.

Your signature indicates that you have answered the questions on the application to the best of your ability and that you want to open this case. It also indicates that you have read the information provided above the signature line; that you understand your responsibility for providing information to the local child support agency; and that the local child support attorneys or Attorney General or any of their representatives are not your attorney or the children's attorney.

ADDITIONAL FORMS TO BE COMPLETED

1. **Request for Support Services** - complete, sign and date.
2. **Child Care Verification** - take form to child care provider to complete and sign. This helps the Local Child Support Agency compute child support amounts.
3. **Visitation Verification** - complete and sign. This also helps the local child support agency compute child support amounts.
4. **Health Insurance Information** - complete to the best of your knowledge.
5. **Declaration of Support Payment History** - complete, sign and date. Separate instructions are included for this form.
6. **Child Support Domestic Violence Questionnaire** - complete, sign and date.
7. **Income and Expense Declaration** - complete, sign and date.

**PLEASE PROVIDE COMPLETED FORMS
TO
YOUR LOCAL CHILD SUPPORT AGENCY**